

**Minutes from Meeting on January 9, 2008**

**Meeting called to order:** 1:30 PM at the Judicial Building

**Persons in attendance:**

John Wolf ILOT	Don Harvey IVH
Alison Radl DAS-ISO	Ruth Coleman DRF
Calvin Moore DAS-ISO	Todd Waddell ED
Mike Chesmore DAS-ISO	Deb Castillo IVRS
Evelyn Halterman ILOT	Scott Miller LSA
Steve Mosena DHS	Debra Covington DOT
Brent McManus ILOT	Greg Fay DAS-ISO
Brian McNary DNR	Doug Douty JB
Terese McConnell IUB	

**Agenda**

**Enterprise Standards: Security Standard/Mobile Device/Data Stewardship/Removable Storage/Data Classification/Laptop Encryption**

**Projects: Executive IT Security Briefing/any others?**

**Meeting Points****Enterprise Policies & Standards**

One Enterprise Standards was passed around:

1. Data Stewardship Standard

- Concern about the due date
- Standard was developed to cover the basics of data collection – trying to protect privacy – if you don't need the data don't collect it particularly confidential data, i.e. social security numbers
- Trying to make minimum standard – the standard does not decide your agency mission.
- **Please look through the updated standard and submit any comments/suggestions to Alison – preferably within the next 3-4 weeks**

Suggestion – only retain data necessary for an agency's mission.

Does Social Security Numbers (b) refer to external web applications? Yes

Data Sharing - how would multiple (similar) exchanges to one entity be handled?

They could be covered by a master agreement.

Suggestion – use role based access control to limit access to ssn.

Suggestion – extend notification deadline to 20 days.

2. New Mobile Device Security Standard

- ISO made some changes
- **Please look through the new standard and submit any comments/suggestions to Alison – preferably with the next 3-4 weeks**

**ISO – Policies/Standards; Removable Storage Policy/Data Classification/Laptop Encryption**

- Data Classification – ongoing - The important thing is that agencies have looked at their data. Over the next year ISO would like help agencies and also make the responses more consistent. If you have not already done so please email your agency's status to [Greg.Fay@iowa.gov](mailto:Greg.Fay@iowa.gov)
- Laptop Encryption – ongoing - Most agencies are working on complying with this standard. The TGB is very interested in agencies complying with this standard.
- Removable Storage Encryption –
  - The TGB Standards Group suggested revising the Enterprise Removable Storage Encryption Standard to include an item requiring agencies to establish a policy covering the use of removable storage devices and media. (see attached).
  - Some agencies want to use Win Magic so they are waiting to complete the laptops before moving on to the removable devices part.
  - Should encrypted removable devices be required for all data and not just classified data? Should all USBs encrypt data?
  - What are agencies doing to comply with this standard?
  - Can something be done at an Enterprise level for a solution? Maybe something can be submitted for FY 2010 for a data modeling tool funded by pooled tech. Should the committee take on this project?
  - Grey Fay is going to ask TGB to for a two month extension for compliance.

Administrative Rule of Policy Compliance is that the CIO can request extra time. The dates for compliance are on the intranet site with each policy/standard. If there has been a state wide extension granted, Greg Fay will send an email to the CIOs. Example – see the laptop encryption note was sent from Greg Fay on September 12, 2007. ISO suggests that a note be sent with the status of compliance with any of the standards.

### **Intranet and ISO Internet Sites**

More information has been put on the site. Effort was made to make it more organized. Also included are training courses available. There is more on resources and training development.

ISO internal site - <http://intranet.iowa.gov/iso/index.html>

ISO external site - <http://secureonline.iowa.gov/>

**Please email a copy of your department's security policy to Alison (alison.radl@iowa.gov).**

Here is the link where the new policies/standards are: .  
[http://das.ite.iowa.gov/standards/enterprise\\_it/index.html](http://das.ite.iowa.gov/standards/enterprise_it/index.html)

### **Executive IT Security Briefing project**

The storyboard is still being worked on however most of the content is completed. We ran into a little problem when we lost our video services resource. Luckily the DOT has stepped up and is going to do the video taping.

### **Encrypted Email**

It was suggested that the committee take on the project to explore the interest in email encryption. What business requirements and options that would work. Could write up a request for pooled technology money – would need to have it submitted by June.

**Meeting Adjourned:** 3:00 P.M.

**Next Meeting:** February 13, 2008 1:30 P.M. – 3:00 P.M.